

SOLID WASTE GRANT FINAL REPORT GUIDELINES

AND REQUIRED DOCUMENTATION

FINAL REPORT GUIDELINES

Heading

1. Name of program
2. Name of Grant (FY18 Solid Waste Grant)
3. Grant Amount Awarded
4. Actual Grant Funded Expenditures
5. Actual Matching Funds (or in-kind services)

Body

1. Briefly describe how the grant and matching funds were used.
2. Discuss the expected effects this grant will have on your recycling/composting program.
3. Explain any fund reallocations and attach a copy of the reallocation approval.
4. Describe how this grant was incorporated into your public education program
5. Describe any other benefits this grant will have for your community including conserved landfill space, conservation of natural resources, production of reusable materials, etc.

REQUIRED DOCUMENTATION

You can find the required forms at: http://www.kdheks.gov/waste/forms_grants.html

1. Narrative Final Report
2. Affidavit of Expenditures ([website](#))
3. Invoices or receipts for every item listed on the Affidavit (both match and grant). Do NOT include Purchase Orders, Purchase Requisitions, or copies of checks.
4. Proof of property insurance (not liability insurance) for the Grant purchased equipment.
5. Back-up Salary Documentation Table – optional ([website](#))
6. Photos of the installed equipment/vehicles, public meetings, etc.

If you have questions or need assistance, please contact

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